



# PUBLIC NOTICE POSTING REQUEST TO OFFICE OF THE WESTWOOD TOWN CLERK

TIME STAMP  
2016 DEC -1 A 9:21

**ORGANIZATION:** Westwood Recreation Commission

**MEETING**

TOWN CLERK  
TOWN OF WESTWOOD

**DATE:** December 5, 2016

**TIME:** 7:00 PM

**LOCATION:** Selectmen's Meeting Room, 580 High Street

**PURPOSE:** Meeting

**REQUESTED BY:** Nicole Banks, Recreation Director

*NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in the adequate amount of time.*

## **LIST OF TOPICS TO BE DISCUSSED**

*(For updates to this notice, please see [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us))*

1. Call to order 7:00 PM
2. Consent Agenda
  - Approval of Minutes – November 17, 2016
  - Monthly Report – November
3. Commission Member reports
4. Tennis and Court Improvements
5. Director/Staff report
  - Program Survey & Winter Program Update
  - Solar Panel project
  - Staffing update
6. Other items not reasonably anticipated by the Chairman 48 hours in advance of the meeting
7. Next meeting – January 9, 2017 (tentative)
8. Adjourn

*Per changes to Open Meeting Law, effective July 1, 2010, notice of any meeting of public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". Topics must give enough specificity so that the public understands what will be discussed, but not necessarily all items that may come up. Please list those topics above.*